

TOWN OF HAMPTON  
PUBLIC WORKS DEPARTMENT

**2015-030 REQUEST FOR QUALIFICATIONS (RFQ)**

**Engineering services for the preliminary design, State and Federal permitting, final design, bidding and construction inspection of the Mill Pond Dam Restoration located adjacent to High Street, Hampton NH**

The Town of Hampton, acting through its Town Manager, in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 37, Section 6 and the provisions of the Town of Hampton Purchasing Policy is soliciting Statements of Qualifications from qualified engineering firms interested in providing engineering services for the preliminary and final design, State and Federal permitting, and construction inspection of the Mill Pond Dam Restoration located adjacent High Street. This project will be funded by the Taxpayers of Hampton, New Hampshire. Any contract agreement between the Town of Hampton (Town) and the selected engineering firm will be based upon the NHDES standard contract for engineering services with appropriate modifications.

The Town requests sealed professional Statements of Qualifications for the engineering services for the Mill Pond Dam Restoration, which may include but are not limited to:

- Preliminary Design services including wetlands delineations, subsurface soil explorations, ledge borings, historic preservation inspections, wildlife and endangered species survey and identifications, analyses of soils in place behind the dam, drainage analyses, preliminary design plans based upon the information gathered, and a preliminary construction cost estimate;
- Final design services including final design plans, construction inspection services, and final construction cost estimates, preparation and submission of necessary permits, preparation of contract and bidding documents and assistance with the bidding process;
- Construction management including inspection reports with review of payment requests;
- Assisting the Town with meeting all applicable State and Federal requirements and providing all required documentation State Wetlands Bureau, Dam Bureau, Coastal Zone Management and any other applicable agencies identified during the preliminary and final design and permitting processes.
- Supplying the Town with AutoCAD based drawings (shape files) of the completed work so that the Town can update its GIS database;

The Town expects to have the selected engineering firm under contract agreement by March 1, 2016. The Town desires construction to begin in the spring of 2017 based upon receiving all necessary State and Federal Permits.

Please refer to the Report of Initial Study of Alternatives Old Mill Pond Dam dated October 11, 2013 prepared by Stephens Associates. The report can be downloaded from the Town's web site at [http://hamptonnh.gov/wp-content/uploads/Minutes/tm/Misc/2014/Stephans\\_Associates\\_Final\\_Report.pdf](http://hamptonnh.gov/wp-content/uploads/Minutes/tm/Misc/2014/Stephans_Associates_Final_Report.pdf)

All engineering firms submitting Statements of Qualifications to this request shall include the following information:

1. The name, address, and a brief history and description of your firm;

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2. Resumes of key personnel and their proposed role to be assigned to this project;
3. Related projects/areas of expertise/experience including the following:
  - a. Description of other projects designed by your firm similar to this project;
  - b. Include reference contact information;
4. Description of budgeting, costs, and quality control procedures;
5. A brief description of your firm's approach to planning, designing, and implementing the Project; and
6. Additionally, you may submit a maximum of one page of any additional information not covered above, which you feel may be useful.

Sealed Statements of Qualifications shall contain one (1) original and five (5) copies of the requested information and will be received until 2:00 PM on January 14, 2016 at the Hampton Town Offices, Attn: Department of Public Works Director, 100 Winnacunnet Road, Hampton, NH 03842. Submittals must be clearly marked "2015 – 030 RFQ Engineering Services – Mill Pond Dam Restoration" on the outside of the submission.

The selection process will include the evaluation of each submitting engineering firm's statement of qualifications based on the engineering firm's qualifications. The submitting engineering firms will be rated and shortlisted, and interviews will be conducted. The Town will enter into negotiations with the top rated engineering firm for a fee proposal for engineering services. If not mutually agreeable, the Town will entertain entering into a fee proposal from the second-rated engineering firm and so on, until an agreement is reached. The Town reserves the right to discontinue the selection process at any time prior to awarding the contract. There will be no reimbursement to any engineering firm if the selection process is terminated.

This request for Statements of Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services and supplies. Costs incurred for the preparation of the Statements of Qualifications in response to this request shall be the sole responsibility of the engineering firm submitting. The Town reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to cancel this Request in whole or in part, and to accept any submittal that it may deem to be in the best interest of the Town.

The Town of Hampton is an equal opportunity employer. All qualified Statements of Qualifications will receive consideration without regard to race, color, religion, creed, age, gender, or national origin.